

TIME AND ATTENDANCE FAQ's

Q: When are timecards to be certified by each pay period?

A: Timecards are to be certified prior to 4:00 EST on the Tuesday after the end of the pay period unless otherwise announced.

Q: How do you code a timecard for officially announced late arrivals or early dismissals?

A: LN (Administrative Leave) would be the code used for these official late arrivals or early dismissals.

Q: What are the codes to record Travel Comp Time Earned and Used?

A: CB is for Travel Comp Time earned and CF is for Travel Comp Time used.

Q: When I update information pertaining to banking, withholding information, TSP, etc. in ESS, when does it become effective?

A: Once the transaction has been accepted by ESS, the system will display an effective date.

Q: Why is advanced annual leave being charged when I have requested donated leave?

A: The employee needs to convey to the Payroll Team that they do not wish their advanced annual leave to be used automatically.

Q: How does the timekeeper know what leave has been approved for the employees on their Team for a particular pay period?

A: The timekeeper can run the "Leave Summary by Team and Pay Period Report" under the ESS Time/Leave tab.

Q: How can a timekeeper verify if all timecards have been certified for the pay period?

A: Click the link for "Timekeeper Review" on the ATAAPS Main Menu. Select the Team and Begin Pay Period Date. All Team members will be displayed indicating who certified the timecard.

Q: How do I get an explanation of the Type Hour Codes in ATAAPS?

A: Click the "Type hr" link in the Labor screen. The Type Hour Description List will be displayed.

Q: Is prior approval/paperwork required for a timekeeper to use the "LG" (Advanced Sick Leave) code in ATAAPS?

A: Written approval must be received by the Payroll Team prior to the calculation of payroll in order for the employee to be granted the use of LG. ATAAPS will allow the certification of the timecard; however, if the paperwork is not received by pay calc, the use of LG will not flow through the system to DFAS for final processing. Approvals are to be faxed to the Payroll Team at 301-903-1054.